



Management and Administration

Office of Management and Administration Employee Newsletter

September 2000 Edition

Upcoming Event!!

Come and join us as the MA Fall Recognition Festival. All MA employees are invited. Don't miss the fun!!

Date: October 12, 2000

Time: 11:00 am-3:00 pm

Place: Bolling AFB, Pavilions 7 & 8

See your office representative to sign up for the festival and the bake-off contest if you want to showcase your best dessert.

MA-1,8, 9 Geri Gunther, 6-6554

Gerri Bullock, 6-4459

MA-2 Mike Wolfe, 6-8410

Jesse Cunningham, 6-5090

MA-3 Mable Harding, 6-5610

MA-4 Rita Smith, 6-3277

MA-5 Jan Chavez, 6-9076

MA-6 Joyce Lancaster, 426-9319

MA-7 Shirley Cambrel, 6-3173

MA-10 Linda Nield, 6-5489

Message from the Director

It is clear to me, after 15 months as your director, that MA's success meeting the Department's needs in high priority areas results directly from the contributions of MA employees. Recognizing high performance by MA employees is therefore a key management responsibility as well as, for me, a very satisfying aspect of my job.

Before 1999, MA did not have much flexibility in recognizing employees, because our salary budget was pooled with all the other staff offices in the Departmental Administration account. During the last two years, however, we have developed, in cooperation with NTEU officials, a set of management practices covering promotions, annual performance awards, and special act cash awards that are intended to provide a clear and equitable linkage between the achievement of priority goals for the MA organization and rewards for the employees contributing to those achievements.

Under these practices, much of the authority is effectively delegated to line organizations

through special budget allocations, but the heads of these organizations meet together to reviews and give me advice on proposed special awards and other matters. Some employee contributions are not highly visible outside their organizations, and other employee contributions are made in the context of teams. Our success often depends on cooperation from organizations outside MA. Our systems seek to accommodate all different types of high performance. While no management system is perfect for all the diverse types of work we perform in MA, I am proud of the model we have created.

In October, the MA community is gathering to celebrate the achievements of our organization and to recognize the contributions of many of our employees. Elsewhere in this newsletter, you will learn more about this MA Fall Recognition Festival. I encourage you to attend and look forward to being with you.

During the October-November period, supervisors and employees will be working together to evaluate what we have accomplished in FY 2000, to set standards for the coming fiscal year, and to establish individual development plans to help all of us get the training we need to be successful in our jobs. During this period, each employee has the opportunity to plan how to enhance her or his individual career while improving MA as an organization. Concurrently, I have asked Richard Hopf, working with Ed Allard and Howard Borgstrom, to organize the annual MA performance management activities, identifying the high priority accomplishments we are striving to achieve. I have asked all organizations in MA to use

the "balanced scorecard" framework that has been employed successfully in MA-5 in the past.

MA Family Bids Farewell to Deputy Director Tom Tamura

Aloha—that was our final wish for Deputy Director Tom Tamura at a farewell reception hosted by MA Director David Klaus on August 1. The MA family together with Tom's personal family gathered to share milestones and fond memories of Tom's tenure in MA and DOE. Secretary Bill Richardson presented Tom with the Secretary's Gold Award for his leadership on the Task Force for Racial Profiling. Deputy Secretary TJ Glauthier also attended and spoke highly of Tom's contributions to DOE, and Senator Akaka sent his regards. In addition to his formal awards, the MA Direct Reports and employees presented Tom with a host of gifts to help him make the transition to his new position of perfecting his golf game. Tom will be missed and we wish him and his wife, Maile, the best.

Senior Aviation Management Officer Appointed

In July, Robert G. Jenkins was appointed as the Director of Aviation Management (MA-10) and the Senior Aviation Management Officer (SAMO). Bob retired in 1997 as a Brigadier General after a distinguished 30-year Air Force career in a wide variety of jobs and locations throughout the world. In addition to two combat tours in Southeast Asia, Bob served in Germany, England, Iceland, and Korea, completing his career as Director of Logistics at Headquarters, Pacific

Air Forces. During his military career, General Jenkins was awarded, among others, the Air Medal, the Distinguished Flying Cross, the Legion of Merit and the Distinguished Service Medal. A Command pilot with 3000+ flying hours, primarily in fighter aircraft, he also holds a commercial pilot's license. Prior to coming to DOE, he was president of a small local engineering services and software marketing company for two years.

The Office of Aviation Management (MA-10) was established by Secretary Richardson in April of 1999 to manage DOE's aircraft fleet. This fleet includes a variety of fixed wing and helicopter assets that provide logistics support, emergency response, sensor operations, R&D support, transmission line maintenance, and other services for DOE mission programs. The Office of Aviation Management develops and implements policies and procedures for the efficient, effective and safe operation and management of aircraft used by DOE. The Senior Aviation Official also chairs the DOE Aviation Board of Directors composed of the aviation managers from the various DOE flying locations throughout the nation.

Energy Online Learning Center Debuts

The **Energy Online Learning Center (OLC)**, a web-based learning and knowledge management portal, becomes available to 4000 DOE employees on September 28. The OLC provides DOE employees access to more than 300 management, leadership, and business type courses at no cost to the organization during the initial pilot year. Both the employee and the organization benefit through this new way of learning and acquiring knowledge. The employee benefits by having unlimited access, 24

hours per day, seven days per week, to an internet site which enables the user to select from a variety of career development opportunities and take training at a time which best suits his/her own schedule. The organization benefits by saving travel dollars budgeted for training (not to mention training dollars). Staff time is saved by allowing the employee to spend less time away from the office for training purposes.

The Office of Training and Human Resource Development, MA-31, is also identifying DOE-specific courses to add to the site. Look for an upcoming DOECAST with additional details concerning the September 28 kickoff and instructions for accessing the site. Remember: **Learning Depends on ME – & OLC**

MA Fall Recognition Festival

The Office of Management and Administration (MA) places a high value on recognizing and rewarding employees who are contributing "above and beyond." This year's Fall Recognition Festival will serve to salute MA's outstanding contributors for FY 2000 (see next page). Come and join us at Bolling Air Force Base on Thursday, October 12, beginning at 11:00 a.m. Transportation will be provided from the Forrestal and Germantown buildings. This year's festival will offer a variety of tasty foods, beverages, music, activities (including tennis, volley ball, card games, bingo, basketball), and our traditional bake-off contest. The festival will be fun for all MA employees, and there will be no charge this year for participation. Don't miss it!! If you plan to attend, please contact your office representative by **COB Friday, September 29**. For more info go to <http://www.hr.doe.gov/htbin/intra?/doe/pers/ct/fallfest.html>.

FY 2000 Outstanding MA Contributors (bold print - Fall Award Recipients)

Myron Alston	Stephanie Diamond	Tom Knox	Mike Shincovich
Ilir Angjeli	Jeffrey Dowell	Ben Lardizabal	Ed Simpson
Craig Ashline	Fred Drummond	Richard LaRoche	Linda Simpson
Ken Baker	Jeffrey Dulberg	David Leotta	Kevin Smith
Lynette Bandy	Aleshia Duncan	Richard Leotta	Rita Smith
Doug Baptist	Marion Dunn	Enid Levine	Joan Snodderly
Rick Baritz	Juanita Ellis	Dick Lewis	Bob Sottile
Ronald Barnes	Wayne Evelhoch	Barbara Little	Janice Stark
John Bashista	Owilda Fields	Richard Livingston	Dan Steckler
Jackie Battle	Andre Fordham	Steve Logan	Randy Stewart
Sam Baughman	Craig Frame	Tanya Luckett	Linda Strand
Delores Bednarz	Ralph Freedman	Alvin Majors	Amos Street
Patrick Behm	Donna Friend	Randy Mazzeo	Theresa Summers
Deborah Black	Peggy Fuller	Bev McCloskey	Bill Talbot
Shena Blake	George Gehrman	John Mitchell	Alison Taylor
Aleta Boylan	Debra Gibson	M. Moore	Karen Thomas
Willie Bruce	Diane Gillis	Robin Mudd	Warren Thompson
Annette Brown	Clarence Gooch	Bruce Murray	Patrick Thorton
Marquita Brown	Jackie Graham	Suzanne Nawrot (SO)	Daphne Tilly
Thomas Brown	Joyce Gray	Anthony Nellums	Beth Tomasoni
Terry Butler	Marilyn Greene	Cheri Noble	Jim Tower
Phyllis Byrd	Emma Greenfield	Margaret O'Brien	Larry Towne
Shirley Cambrel	Ken Grossnickle	Chris O'Gwin	David Treacy
Nancy Canody	Mable Harding	Al Owens	David Tyma
John Carpenter	Bud Hardison	Yolonda Pajot	Jeffrey Vargas
Andrea Carter	Susan Hargrove	Steven Patton	Mary Veit
Kathy Cavanaugh	John Harrison	Deborah Perrell	Raymond Velez
(EIA)	John Harris (NN)	Gretel Pinkney	Gerald Venanzi
Donette Cappello	Roscoe Harris	Bruce Pomponio	John Vetter
(PC)	Deborah Harrod	Francis Porcheddu	Sandy Vincent
James Cayce	Gloria Hill	Michael Raizen	Frank Warner
Gail Cephas	Roland Hill	Rick Reda	Harriet Warren
Jan Chavez	Mark Hively	Yvonne Reed	H. Watkins (RW)
Roy Chavez	Judith Hockenberry	Dena Richards	Stephanie Weakley
Irie White Clarke	James Hoffman	Peter Richards	Bob Webb
Ellen Colligan	David Hoexter	Mike Righi	Yvonne West
Evelyn Coleman	Dan Innamorato	June Robinson	Donna Cook Williams
Shelia Convis	Timothy Jackson	David Roth	David Wilson
Jesse Cunningham	Pam Jeckell	Jim Rowe	Michael Wolfe
Louis D'Angelo	Anita Johnson	Jeff Rubenstein	Shonna Woodhouse
Alison Davidow	Rosemary Johnson	Carol Rueter	Dallas Woodruff
Frank DiCostanzo	Jackie Jones-Peters	B. Schreiber	Bob Woytko
Brian Dean	Michael Kane	Donna Scott	Patricia Wyatt
Cheri Dent	Douglas Kennedy	John Severn	Faye Zimmerman
Lynette Desorcie	Rhonda Kennedy	Ina Shaw	
(EH)	Robert Kleppner	Scott Sheffield	
Scott Deters	Jackqueline Kniskern	Terry Sheppard	

MA Web News

Whether you are an avid surfer or just the occasional internet dipper, you might be interested in the latest happenings in MA's Web World. Web-based technology is now being applied in innovative ways throughout MA, and this trend will continue. Always striving for excellence, several MA sites have had recent facelifts, and a new site has made its DOE debut.

The new MA Home Page has been online since August 25, 2000. It was redesigned to improve download time, functionality, and navigation. Read the latest edition of MA news, apply for flexiplace, or link to various MA offices by visiting <http://www.ma.doe.gov>.

MA-2, Office of Administration, has also revamped their site to expand information available to customers and give it a more current look. Find out what MA-2 can do for you by surfing its site at <https://www.administration.hr.doe.gov/>.

MA-9, Consumer Affairs, launched their Energy.gov site <http://www.energy.gov> on July 31, 2000. The new user-friendly home page was designed to expand citizen access to the Department of Energy's online information and services, providing hundreds of links to energy content on health, the home, transportation, schools, etc. If you want to reduce your energy bill, then this is a site you will definitely want to visit.

Other MA offices are working to improve their web presence. If you happen to see Erik Young from MA-6, Office of Performance Excellence, please congratulate him on his recent certification as "Webmaster in Site Designing and E-

Commerce." Erik completed the New Horizons Internet Professional Program in June. Great job, Erik!

MA Loses an Outstanding Contributor

On Sunday, August 27, MA and DOE Headquarters lost a friend, colleague, and outstanding contributor, Mr. Robert (Bob) Kleppner, Sr. when he quietly departed this life at the Frederick Memorial Hospital. Bob leaves behind many friends and colleagues who had the opportunity to work with him during his 26 years here as the Senior Printing Specialist in Germantown. Bob had a positive impact on everyone that he worked with here. He was cheerful, friendly, professional and had a keen sense of attention to detail. Those in the Office of Administration (MA-2), in particular, feel a profound sense of loss on his untimely passing.

Our Customers Say . . .

- Linda Sye and Ken Grossnickle (MA-2) " . . . in response to employee concerns about parking lot safety in the Cloverleaf Building, MA collaborated with the adjacent building's property manager and then took the initiative to install three new stop signs. The placing of the signs may seem like a small issue, but the folks at the Cloverleaf Building (about 200 of us) appreciate MA's solution. Another example, often unseen, of how we actually do work together." (Joel Kristal, President, NTEU Chapter 228, August 2000)
- Cliff Johnson, Mike B. Johnson, Mike

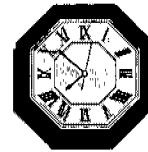
H. Johnson, Darrell Williams and Jeff Smith, (MA-2) "thought you should know about 'service above and beyond the call of duty' performed by some of your employees . . . agreed to do a moving job on short notice, despite the fact that their schedule was already jam-packed. Additionally, when the job turned out to be tougher and more time consuming than first anticipated, they worked with my staff to complete it even though it required major adjustments in their work schedule. They truly are customer oriented and are a credit to your fine organization."
(Bill Valdez, August 2000)

- Gordon Thompson (Contractor, MA-2) "... during a recent flare up of a knee injury which made it almost impossible for me to walk, I was rendered significant assistance from the parking staff, in particular, Gordon Thompson. I know the parking folks have one of the toughest jobs in the building . . . Gordon has been an unsung hero and today I am singing a little in appreciation of his concern and help." (Roger Lewis, July 2000)
- Mary Anderson and Team (MA-2) "We received our copies of the Report Against Racial Profiling right on time. Our meeting with the Commissioners was very successful. We had the right stuff . . . which you printed. Once again you and your staff have come through in fine style, Mary." (John Robinson, Sept 2000)

Points to Ponder . . .

- Do the right thing, regardless of what others think.
- Remember time spent with your children is never wasted.
- When you lose, don't lose the lesson.
- Remember the three R's: Respect for self, Respect for others, Responsibility for all your actions.
- Don't confuse mere inconveniences with real problems.
- Some things need doing better than they've ever been done before. Some just need doing. Others don't need doing at all. Know which is which.

Reminder: Daylight-Saving time Ends on October 29



Don't forget to turn your clocks back one hour on Sunday, October 29 when we return to Eastern Standard Time.

Remember:
Spring Forward - Fall Back